

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Chemist**

BAND	GRADE	
E	919	
<b>DEPARTMENT:</b> Public Works	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for maintaining laboratory certification required by the Arizona Department of Health Services (ADHS) and supervising and performing activities in the laboratory. Duties include: performing and interpreting chemical analysis, maintaining required records, coordinating laboratory activities, implementing and maintaining quality control programs, enforcing lab safety, training the laboratory technician, informing treatment plant operators of out-of-control test results and providing technical assistance to operators.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Chemist is the second level of a two level laboratory series. The Chemist is distinguished from the Laboratory Technician by the supervision and certification responsibilities for the laboratory.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises laboratory personnel which includes: training, assigning work, reviewing and evaluating work and assisting in hiring personnel.	Daily	
2.	Conducts various laboratory activities by coordinating and performing chemical, bacteriological and physical tests on all types of water and wastewater samples; preparing chemical reagents, standards, tests solutions and bacteriological media; collecting samples; interpreting results; and, notifying and providing technical assistance to appropriate persons regarding out-of-control test results.	Daily	
3.	Coordinates various testing programs and City projects; interprets and reports results to regulatory agencies and other City Departments.	Varies	
4.	Ensures the laboratory meets required criteria for maintaining licensure with the Arizona Department of Health Services (ADHS).	Daily	

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5.	Implements and maintains quality control testing programs for the laboratory; enforces laboratory safety procedures.	Daily	
6.	Orders and maintains inventory of supplies, chemicals and equipment.	Monthly	
7.	Inputs, retrieves and manipulates data to prepare and maintain various reports.	Monthly	
8.	Assists the Division Manager in budget implementation and recommends the purchase of capital items.	Annually	
9.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Standard methods of laboratory testing;
- Principles and practices of chemistry, microbiology and advanced mathematics;
- Chemicals used in laboratory testing;
- Arizona Department of Environmental Quality (ADEQ) and Arizona Department of Health Services (ADHS) regulations and testing methods.

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**Skills** (position requirements at entry):

Skill in:

- Sampling techniques;
- Analyzing and reporting test results;
- Coordinating and organizing work activities;
- Preparing clear and concise reports;
- Inventorying and ordering materials and supplies;
- Operating laboratory equipment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Chemistry, Microbiology or a related field and three years of experience working in a laboratory environment collecting, testing and interpreting samples; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation and chemicals.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (hkn)

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